



South Carolina
**DEPARTMENT
ON AGING**

Minimum Meal Specifications

Nutrition Program for Older Adults

REVISED 3-4-21



Minimum Meal Specifications

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Minimum Meal Specifications

Nutrition Program for Older Adults

OVERVIEW

The primary purpose of this program is to fulfill the requirements of the Older Americans Act, as Amended in 2020, by providing nutritionally balanced meals to strategically located centers that provide meals and socialization to eligible individuals.

It is estimated that there shall be approximately _____ serving days during each contract period. The period covered is from July 1, _____ through June 30, _____.

The food shall be delivered to sites designated within the specifications of this document. Food shall be packaged and maintained at specified temperatures according to state and federal regulations and guidelines (South Carolina Department of Health and Environmental Control (SCDHEC) and the U.S. Department of Agriculture (USDA). Proposers shall provide all vehicles, food-handling and transportation equipment, service ware, serving and eating utensils, cutlery, napkins, hot and cold cups, and other accessories required to serve a complete meal.

USEFUL RESOURCES

[SCDOA Aging Services Policies and Procedures Manual](#)

[SCDHEC Retail Food Establishment- Regulation 61-25 \(9/27/19\)](#)

[Dietary Guidelines for Americans 2020-2025](#)

[USDA FoodData Central](#)

A. Types of Meals

Refer to [\[Attachment A – Requested Menu Types\]](#) for the meal types and cycle length requested for this proposal.

1. **Regular Hot or Cold prepared meals:** may be delivered in bulk, daily to the sites by the proposer. These meals can be breakfast or main meals.
2. **Cold Bag/Box (or unnecessary to heat):** can be used as a daily meal, second meal of the day, a weekend meal, or for special circumstances. Individual components of the meals shall be individually portioned and wrapped as appropriate.
3. **Frozen meals:** pre-plated frozen meals combined with fresh or frozen supplemental foods to meet nutrient requirements. Frozen meals should include, at a minimum, preparation instructions and should be marked with use by dates.
4. **Shelf-stable meals:** composed of individually portioned foods that have been processed in such a manner as to be free of microorganisms capable of growth in the products at non-refrigerated conditions during distribution and storage. The packaging must be easy to open, clearly labeled, and include preparation instructions when needed. A multi-pack shall include menus to instruct participants on how to combine the foods to meet requirements. The box (or individually packaged items) should be clearly marked with a “use by” or “best by” date. Low sodium products should be used to the maximum extent when building shelf-stable meals due to the high sodium content of these types of products. Due to the nature of shelf-stable products, food items may be lacking in quality vegetables and protein, as well as several key nutrients, and therefore, are not appropriate for ongoing use. Shelf-stable meals may be used as **Emergency Meals**.
5. **Texture Modified meals:** may be hot or frozen and may be variations of the regular diet that are modified in food consistency, such as pureed or ground (minced and moist). etc.
6. **Diabetic:** a type of therapeutic meal that may be a variation of the regular diet and incorporates lean proteins, dietary fiber, healthy fats and a consistent carbohydrate content. If this meal type is included in the proposal, provide a narrative describing your diabetic friendly nutritional standards.

- Meal types are to meet with the most recent Dietary Guidelines for American (DGA’s) and Dietary Reference Intakes (DRI’S).
[\[See pages 10-12: Section E: South Carolina Nutrition Services Requirements\]](#)
- On occasion, hot or cold meals may be served in a location other than the group dining meal site (such as for a special event or outing). The proposer shall agree to deliver the meals on the day of the event at the usual location or at another agreed upon location for the same price.
- Regular meals, Cold Bag/Box, Texture Modified and/or Diabetic meals, they shall be proposed at the same price.
- Shelf-stable meals may be proposed at a separate price.

- For frozen meals with fresh supplemental foods, prices are requested for the following categories as indicated on [[Attachment A: Requested Menu Types](#)]:
 - Regular only; Regular, Texture Modified and Diabetic at the same price;
 - If equipment is provided, then installation, leasing, and maintenance of equipment shall be included); and pricing proposed on the basis of ordering the frozen component by complete case

B. Site Location and Meal Type Schedule

Refer to [[Attachment B – Meal Cost Schedule](#)] and [[Attachment C1 – Site Location and GROUP DINING Meal Type Schedule](#)]/[[Attachment C2 – Site Location and HOME-DELIVERED Meal Type Schedule](#)] for the type and number of meals requested at each location. The Site Location and Meal Type Schedule will determine the service area for the proposal. Proposals shall be submitted on the delivered price per type of meal, with disposables and beverages as applicable, and if requested, with equipment. The proposal shall conform to all the descriptions herein. Meals provided under this proposal are not subject to South Carolina State sales tax. The successful proposers may be requested to provide the same meals and services at the same price to additional sites.

Holiday closings: Meal sites served under this contract shall be closed for approximately ____ holidays during the contract year.

C. Required Information

[[Required Information Checklist on Page 13](#)]

- 1. Meal Cost Schedule [[Attachment B](#)]:** Provide the appropriate price per requested meal. The template provides the projected number and type of meal.
- 2. Meal Cost Analysis Worksheet [[Attachment D1](#)]/[[Attachment D2](#)]:** Provide the percentage of the total cost of the meal for raw food, disposables, labor, delivery, equipment, and administration. If equipment is being provided, then installation, leasing, and the maintenance of such equipment shall be included. The price is based on the basis of ordering the frozen component by complete case lots.
- 3. Location(s) Food Production Facilities [[Attachment E](#)]:** Provide information regarding vendor and food production facility location and delivery vehicle information (type and age). Attach additional sheets if needed. Include a copy of the most recent health department sanitation inspection (initial and follow-up reports); and/or USDA/FDA certification, if applicable shall be provided.
- 4. Food Safety Inspection Report-** Provide the most recent health department food inspection report; if the most recent report is for a follow-up inspection, include the initial inspection report.
- 5. USDA/FDA Certification for Frozen meal production facilities as needed:** Provide certification as appropriate. This requirement applies to out of state inspected food production facilities that are bringing meals **into** South Carolina (crossing state lines).

6. **Quality Assurance Procedures:** Provide a description of quality assurance procedures as related to food quality and safety. At a minimum, include the following information:

Refer to [[Pages 8-9: SC Vehicle, Equipment, and Temperature Requirements](#)]
[[Pages 10-12: SC Nutrition Services Requirement](#)]

- A. **Meal Order Accuracy:** Describe your process to ensure the correct amount of food is delivered each day.
 - B. **Food Quality:** Describe your organizational food purchasing/sourcing standards.
 - C. **Hazard Analysis Critical Control Points:** Include process flow chart for quality assurance and or the Hazard Analysis Critical Control Point (HACCP) summary for production and handling of all meal types included in the proposal. Please include the required qualifications of the individuals who have overall responsibility of the food service quality control program.
 - D. **Description of Thermal Transport Equipment:** Delivery equipment that is designed to maintain safe food temperatures for allowed holding periods. Provide a description of the types and sizes of equipment, including brand name and quantity, used to transport daily-prepared, cold boxes/bags, and frozen meals. Explain how the equipment is monitored on a continuous basis to ensure proper function.
 - E. **Temperature Compliance:** Include recent (within three years or since equipment purchases) documentation of validation that the equipment and handling procedures are adequate to maintain food temperatures in accordance with SCDHEC requirements until portioning and serving time(s). The current required minimum holding temperature for heated food is 135 degrees °F and 41 degrees °F for cold foods. Frozen meals should be kept in a frozen solid state. After removal from electric or gas powered temperature control, foods shall be held at proper temperatures for no more than four hours before serving.
 - F. **Example of daily meal delivery record:** Include forms with the times and temperatures for all time/temperature control for safety (TCS) foods. The time shall represent when the food was removed from temperature control (i.e. when foods were removed from a heating or cooling source). The daily meal delivery form shall have a place for the meal sites to document the time and temperature of TCS foods for up to four monitoring points (arrival, plating of home-delivered, prior to group dining service and an optional point.)
7. **Proposed Route Schedule [[Attachment F](#)]:** Provide a packing and delivery schedule that includes the following information by route: total number of stops, length in miles, estimated travel time and delivery times by site, based on the Site Location and Meal Type Schedule. The delivery schedule is to be compatible with requirements for food safety and minimizes the amount of time food spends in transit.

8. **Proposed Menu Plan [Attachment G]:** Provide completed sample menu plans for each meal type and cycle length requested on Attachment A. *If proposer submits a Regular Hot/Cold menu plan for bulk delivered meals, a Serving Guide must also be provided within the proposal. The proposer will provide cleaned and sanitized serving utensils with daily bulk delivered meals. The utensils are to provide the correct amounts of foods in accordance with the nutrient analysis or meal pattern. These utensils will be listed on the Serving Guide that accompanies the menu.*
9. **SC Menu Checklist provided with each meal type proposed:** Complete South Carolina Menu Checklist (*Computer Analysis) [Attachment H] or South Carolina Guide for Menu Checklist (Meal Pattern) [Attachment I] by menu plan type.
*For the nutrient analysis method, include the nutrient reports from the software program utilized to show source documentation.
10. **Meal Choice:** Provide a description as to how meal choice will be incorporated into service provided. Menu choice is encouraged to allow for consumer choice and increase participant satisfaction. Choice Menus will comply with menu planning requirements. If more than one menu item is offered, the food item that has lower nutrient value will be counted towards the weekly nutrient average when computer analysis is used. If a meal pattern approach is used, then both meals must meet the guidelines.
11. **Description of Meal and Beverage Service Equipment and Supplies:** Provide an itemized description of beverage and/or serving equipment and utensils, dishware, flatware, beverage cups, napkins, straws and other accessories, and other supplies to be used for packaging home-delivered meals.
12. **Description and Expectations of Food Management Staff:** Provide a description of the current food management staff and any other staff who will be employed for this contract period. Include an organizational chart, job titles, educational and/or experience requirements, and staffing levels.

Include specific roles and responsibilities for the managers, cooks, drivers, dietitian, etc. Provide verification of ServSafe Food Protection Manager Certification for Food Management staff. Registered Dietitians (either employed or contracted) are to ensure the integrity of the menu and nutrient analysis/meal pattern. Provide verification of Registered Dietitian licensure and registration status. Also, identify who will be the primary liaison as well as point of contact for each production facility.

Annual training via Food Management Staff to be available at least annually and cover topics such as portion control, food safety, and proper care and cleaning of equipment or other related issues. Identify individual responsible for such trainings.

Menu review meetings shall be conducted on a quarterly basis. Identify 1-2 representatives for the review. At least two weeks prior to the quarterly review, the draft menu will be provided for preview and to solicit feedback from clients.

13. Description on Maximum Meal Production Load: Provide information on the current total meal production load and the safe, maximum meal production load for each kitchen facility used to serve the contract. In addition, a brief statement that demonstrates the capability, based on past experience, to implement the nutritional and logistical aspects applicable to the performance of the contract shall be included.

14. Contingency Plans: Provide a written plan for contingencies including, but not limited to, substitute driver availability, delivery of food in the event of vehicle breakdown, delivery of food in the event of emergency at a production site, and method of reimbursement if replacement food must be purchased. Please include in your plan the length of time it will take to implement each of the examples above.

D. South Carolina Vehicle, Equipment & Temperature Requirements

1. General Requirements

All equipment and vehicles used in the preparation, transportation, service and delivery of food must have records of appropriate maintenance and meet the current requirements of the state and county health department. Equipment shall be classified or certified to listed NSF (National Sanitation Foundation)/American National Standards Institute (ANSI) Commercial Food Equipment Standards.

2. **Time and temperature control for safety (TCS) foods** shall be packaged and transported in closed thermal containers and enclosed vehicles in a manner that will maintain required temperatures.

If necessary, vehicles must be equipped with adequate facilities, automatic in operation and thermostatically controlled, for maintaining food at safe temperature requirements.

The proposer shall provide support and necessary equipment for maintaining safe temperatures during the entire holding time for foods (until served or packed for delivery to the client). If delivered in bulk, food shall be packaged so that there will be a minimum of spills in the carrier. Measures may include monitoring fill level and covering pans with plastic film, aluminum foil and/or metal lids. Foods for group dining and home-delivered meals may be packed together when it benefits compliance with food safety temperature requirements (i.e. less than 30 servings when using insulated carrier equipment). Thermal containers, etc. shall be provided in a size and/or quantity to contain all food delivered to the sites. Special care shall be taken in packaging cold food to prevent melting ice from contacting food.

The current required minimum holding temperature for heated food is 135 degrees °F and 41 degrees °F for cold foods. After removal from electric or gas powered temperature control, foods shall be held at proper temperatures for no more than four hours before serving.

Daily records of the time and temperature of all potentially hazardous foods shall be maintained and provided upon request. Recorded information includes the time and temperature when the food was removed from temperature control (i.e. when foods were removed from a heating or cooling source). Temperature information shall be reported to each meal site on a daily basis. These records shall be kept for a period of three years.

The proposer shall provide at least one, properly calibrated dial or digital style thermometer to each site as well as provide instructions on re-calibrating the thermometers to ensure the accuracy of each.

Frozen meals must be stored as zero degrees °F. During transportation and delivery, the meals must remain solid to the touch. The proposer shall take any measure necessary to provide equipment and vehicles to ensure they remain in this state. If frozen meals are delivered with fresh or canned supplemental foods, these should be handled appropriately.

Equipment needed at dining sites to properly handle and prepare these meals may include chest freezers, rethermalization ovens/convection ovens, holding cabinets and refrigerated units. Maintenance of this equipment, when provided by the proposer, shall be the responsibility of the proposer, but daily cleaning of the equipment shall be the responsibility of the meal site personnel.

3. Beverage Equipment Requirements

Insulated beverage dispensers are to be used to keep beverages hot or cold. The capacity of the beverage holding equipment will be dependent upon the number of meals served at the site. Refer to [Beverage Service with Meals](#).

4. Supply/Equipment Responsibilities

As appropriate, daily meal delivery to include the provision of cleaned and sanitized serving utensils. Authorized designees are responsible for rinsing/removing food debris from equipment (utensils and serving pans, etc.); wiping any spills from thermal delivery containers; placing the rinsed and dry equipment into the delivery units and having it ready for pick up at the next delivery.

The proposer should have a method to ensure a working food thermometer is available for all days of service. Authorized designees are responsible for monitoring the operation of the supplied food thermometer and making timely requests for replacement when required.

Authorized designees are responsible for taking inventory and requisitioning paper supplies and edible items in a timely manner to ensure a perpetual inventory. Both parties shall rotate inventory of any edible supplies to ensure freshness.

E. South Carolina Nutrition Services Requirements

1. Nutrient Requirements

Each Nutrition Program meal must comply with the Dietary Guidelines for Americans (DGA's)- 2020-2025, and provide to each participating individual: A minimum of 33 1/3 percent of the Dietary Reference Intakes (DRI's) per meal, if the project provides one meal per day. A minimum of 66 2/3 percent of the DRIs if the project provides two meals per day, and 100% of the DRIs if the project provides three meals per day.

2. Methods of Menu Compliance

Proposers must demonstrate compliance with the DGA's and DRI's by using **one** of the following documentation methods by meal type:

a. *Computer Analysis* - South Carolina Menu Guide Checklist [[Attachment H](#)]

Use of computer nutrient analysis software allows for increased menu planning flexibility. If the nutrient analysis method is used for menu compliance, it will supersede the meal pattern.

or

b. *Meal Pattern* - South Carolina Menu Guide Checklist [[Attachment I](#)]

This method is typically employed when there is no access to nutrient analysis software, but may also be selected for other reasons, such as ease of use when making substitutions.

Regardless of the method utilized, all standardized recipes and menus must be reviewed by a Registered Dietitian Nutritionist (include verification of Registration and Licensure status) to ensure compliance. The completion of the checklist and Registered Dietitian's final signature verifies that the corresponding signed menu is in compliance with the guidelines as set forth within this document.

3. Food Specifications

All food used in the preparation or service of meals shall be of high quality and meet any required standards and guidelines of the SCDHEC and the USDA. Food shall be from sources approved or considered satisfactory by the SCDHEC and USDA; shall be properly labeled; shall be free from spoilage, adulteration, and

other contamination; and shall be safe for human consumption. No home-prepared or home-canned food is allowed.

The following minimum food standards must be met:

- Canned Fruits and Vegetables – USDA Grade A
- Fresh Fruits and Vegetables – #1 Quality
- Poultry – USDA Grade A or better
- Beef – USDA Choice or better; lean cuts should be selected and cooking methods that promote tenderness used
- Pork – USDA #1 or better; lean cuts should be selected and cooking methods that promote tenderness used
- Ground Meats (beef, pork and poultry) shall not exceed 20 percent fat by weight
- Fish – all fish and seafood products shall be of comparable quality to USDA guidelines for beef and poultry.
- Eggs (or pasteurized eggs) – USDA Grade A or better
- Milk and milk products (fluid or dry) – pasteurized and USDA Grade A
- Salt – Iodized

4. Recipes & Menu Planning

All bidders, regardless of menu compliance method utilized, should refer to the Dietary Guidelines for Americans 2020-20205. See [\[Attachment J\]](#).

Tested quantity recipes, adjusted to yield the number of servings needed, must be used to achieve consistent and desirable quality and quantity. Only actual recipe ingredients, that have been accurately identified, should be used in the menu approval process.

Successful bidders shall maintain a recipe file at each production site and provide copies of these recipes upon request. If the proposer provides meals from more than one production site, all production sites must use the same products and follow the same standardized recipes.

Foods must be selected, stored, and prepared to assure maximum nutritional content. Specific attention should be given to batch cooking and short cooking times, minimizing the use of water in the preparation of vegetables and minimal holding times for foods. No deep fat frying of foods is permitted.

When delivered, the food shall be appetizing, attractive in color and texture, lightly seasoned and not greasy. Whenever possible, herbs and spices appropriate to the dish should be utilized to reduce the amount of sodium added in food preparation. Fats should be primarily from vegetable sources and in a liquid or soft (spreadable) form (polyunsaturated and monounsaturated fats) that are lower in partially hydrogenated fat (trans-fatty acids), saturated fat and cholesterol.

Food items within the meat, vegetable, fruit, and dessert groups shall be varied within the week and not repeated on the same days of consecutive weeks. A variety of food attributes and combinations shall be considered in menu planning.

Religious, ethnic, cultural or regional dietary requirements or preferences shall be reflected in the planned menus. Cycle menus should include the provision of seasonal foods.

5. Beverage Service with Meals

Dehydration is a common problem in older adults. Therefore, at a minimum, drinking water should be available with all meals.

- Milk is not a required beverage as long as calcium requirements are met.
- Other beverages, such as 100% fruit juices, may be served occasionally, as long as nutrient/meal pattern targets are met. Low nutritive value beverages that provide excess calories, such as fruit flavored beverages and sweetened drink mixes, should be avoided.
- Non-nutritive beverages (i.e. sugar-free drinks) do not help meet nutrition requirements, but can help with hydration.

Optional Beverage Service: One optional beverage may be requested. The beverage option can be switched according to seasonal preference. The size of the urns and dispensers provided to each site shall be large enough to accommodate the number of group dining meals ordered for the site.

The following items, as appropriate, would be provided and included in the cost if optional beverage service is desired:

- Hot Beverage: urns, sugar, sugar substitute, creamer, six or eight ounce cups for hot liquids, and stirrers;
- Cold Beverage: dispenser, ice, unsweetened tea, sugar, sugar substitute, stirrers, and nine or ten ounce cups for iced tea.

Minimum Meal Specifications

Required Information Checklist



Proposers shall thoroughly examine all aspects of this Request for Proposals. All of the supplemental materials identified and requested in this section must be submitted and made a part of the Proposal.

Failure to submit any required information will be grounds for rejection of a Proposal. Include this checklist.

<input type="checkbox"/>	1. Completed Meal (Cost) Schedule [Attachment B]
<input type="checkbox"/>	2. Meal Cost Analysis Worksheets for included Meal Types [Attachment D1] [Attachment D2]
<input type="checkbox"/>	3. Location of Vendor and Food Production Facilities [Attachment E]
<input type="checkbox"/>	4. Food Safety Inspection Report (include the most recent inspection report; if the most recent report is for a follow up inspection, include initial inspection report)
<input type="checkbox"/>	5. USDA/FDE Certification for frozen meal production facility, as needed
	6. Quality Assurance Procedures:
	<input type="checkbox"/> A. Meal Order Accuracy
	<input type="checkbox"/> B. Food Quality
	<input type="checkbox"/> C. HACCP program summary (personnel, processes, monitoring, frequency, & response)
	<input type="checkbox"/> D. Description of thermal transport equipment for various meal types
	<input type="checkbox"/> E. Temperature Compliance
	<input type="checkbox"/> F. Example of Meal Delivery Form
<input type="checkbox"/>	7. Vendor Proposed Route Schedule [Attachment F]
<input type="checkbox"/>	8. Proposed Menu Plans by meal type as requested on Attachment A [Attachment G]
	<input type="checkbox"/> Serving Guide as appropriate (bulk delivered meals)
<input type="checkbox"/>	9. SC Menu Checklist Sheet for each meal type: Meal Pattern [Attachment H] or *Nutrient Analysis [Attachment I] : *Include nutrient analysis report originating from software program as appropriate.
	<input type="checkbox"/> Narrative for Diabetic Meal nutritional standards as appropriate
<input type="checkbox"/>	10. Meal Choice description
<input type="checkbox"/>	11. Itemized description of meal and beverage service equipment and supplies
<input type="checkbox"/>	12. Description of Food Management Staff
	<input type="checkbox"/> ServSafe Food Protection Manager Certification
	<input type="checkbox"/> Registered Dietitian verification of Licensure/Registration status
<input type="checkbox"/>	13. Description of maximum safe meal production load and current production volumes for each production facility
<input type="checkbox"/>	14. Contingency plans

ATTACHMENT A
REQUESTED MENU TYPES



Menu plans must be developed for the following menu types as checked:

- Regular (Hot/Cold):** main meal menus for July, August, and September (4 week cycle, 5 days = 20 menus)
- Cold Box/Bag:** menus for July, August, and September to include two meals for weekend days (2 week cycle, 7 days = 14 menus)
- Frozen meals (with *frozen* supplements):** menus for July, August, and September (4 week cycle, 5 days = 20 menus)
- Frozen meals (with *fresh* supplements):** menus for July, August, and September (4 week cycle, 5 days = 20 menus)
- Shelf-stable/Emergency Meals:** non-perishable meal menus (1 week cycle, 5 days = 5 menus)
- *Texture Modified Meals:** menus for July, August, and September (4 week cycle, 5 days = 20 menus).
*specify type (Pureed, Ground (minced and moist), etc.): _____
- Diabetic Meals:** menus for July, August, and September (4 week cycle, 5 days = 20 menus).



ATTACHMENT B
MEAL COST SCHEDULE

Region: _____

Date: _____

MEALS	QUANTITY PER YEAR	COST PER MEAL	COST PER MEAL PLUS OPTIONAL BEVERAGE
REGULAR			
COLD BOX/BAG			
FROZEN- with <i>Frozen</i> Supplements			
FROZEN- with <i>Fresh</i> Supplements			
SHELF-STABLE			
TEXTURE MODIFIED MEALS: _____ (Specify: Pureed, etc.)			
DIABETIC MEALS			

NOTE: Using [[Attachment D1](#) & [D2](#) – **Meal Cost Analysis Worksheet**], the proposer shall provide a breakdown of the cost of group dining meals and home-delivered meals (Regular-Hot/Cold, frozen, and/or shelf-stable) using the forms provided. The breakdown shall provide the percentage of the total cost of the meal for raw food, disposables, labor, transportation/delivery, and administration.



**ATTACHMENT C1
SITE LOCATION AND GROUP DINING MEAL TYPE SCHEDULE**

REGION: _____

DATE: _____

PROVIDER: _____

AVERAGE NUMBER OF MEALS PER DAY								
Site & Location	Regular (Hot/Cold)	Frozen with <i>Frozen</i> supplements	Frozen with <i>Fresh</i> supplements	Cold Box/Bag	Shelf-stable	*Texture Modified: _____	Diabetic	Delivery Time

*Specify Texture Type- "Pureed", "Ground", etc.



**ATTACHMENT C2
SITE LOCATION AND HOME-DELIVERED MEAL TYPE SCHEDULE**

REGION: _____

DATE: _____

PROVIDER: _____

AVERAGE NUMBER OF MEALS PER DAY								
Site & Location	Regular (Hot/Cold)	Frozen with <i>Frozen</i> supplements	Frozen with <i>Fresh</i> supplements	Cold Box/Bag	Shelf-stable	*Texture Modified: _____	Diabetic	Delivery Time

*Specify Texture Type- "Pureed", "Ground", etc.



ATTACHMENT D1

MEAL COST ANALYSIS WORKSHEET – Daily Prepared (Regular, Cold Box/Bag, Textured, Diabetic, etc.)

On the worksheet below, provide the **percentage** breakdown of the meal components listed.

[INSERT MEAL TYPE HERE] MEALS

Meal Cost Component	Percent of Total
1. Raw Food Cost	_____
2. Disposable Meal supplies (serve-ware, cutlery, napkins, glassware)	_____
3. Beverage Service	_____
4. Labor	_____
5. Equipment (thermal transport)	_____
6. Transportation/Delivery - Labor	_____
7. Transportation/Delivery – Equipment	_____
8. Administrative Expense	_____
9. Nutrition Education (if included in contract)	_____
TOTAL (should equal 100%)	_____



ATTACHMENT D2
MEAL COST ANALYSIS WORKSHEET – Frozen and Shelf-Stable

On the worksheet below, provide the **percentage** breakdown of the meal components listed.

FROZEN MEALS

Meal Cost Component	Percent of Total
1. Raw Food Cost (frozen)	_____
2. Raw Food Cost (fresh supplemental foods as applicable)	_____
3. Labor	_____
4. Equipment (thermal transport)	_____
5. Transportation/Delivery - Labor	_____
6. Transportation/Delivery – Equipment	_____
7. Administrative expense	_____
8. Nutrition education (if included in contract)	_____
TOTAL (should equal 100%)	_____

SHELF-STABLE MEALS

Meal Cost Component	Percent of Total
1. Raw Food Cost (shelf-stable)	_____
2. Raw Food Cost (fresh supplemental foods as applicable)	_____
3. Labor	_____
4. Equipment	_____
5. Transportation/Delivery – Labor	_____
6. Transportation/Delivery – Equipment	_____
7. Administrative expense	_____
8. Nutrition education (if included in contract)	_____
TOTAL (should equal 100%)	_____

ATTACHMENT E: LOCATION OF PRODUCTION FACILITIES



PROPOSER:	
OFFICE ADDRESS:	
PHONE:	
CONTACT:	

LIST OF PRODUCTION FACILITIES		*DATE OF MOST RECENT INSPECTION	GRADE
1.	Address:		
	Phone:		
	Manager:		
	Description, number and age of vehicles:		
<hr/>			
2.	Address:		
	Phone:		
	Manager:		
	Description, number and age of vehicles:		
<hr/>			
3.	Address:		
	Phone:		
	Manager:		
	Description, number and age of vehicles:		

*Copies of most recent sanitation inspection (and/or USDA/FDA certification, if applicable) for each production facility must be attached. If the most recent inspection was a follow-up inspection, the initial inspection that required the follow-up inspection must be provided.

ATTACHMENT G: MENU PLAN _____

CYCLE: _____ WEEK #: _____

Day		Monday		Tuesday		Wednesday		Thursday		Friday	
Month, Day											
Protein or Alternate											
Vegetable											
Fruit											
Grain											
Milk or alternate											
Dessert (optional)											
Beverage (optional)											
Analysis Weekly Avg.		Nutrient Analysis Daily Values [leave section below blank if utilizing meal pattern]									
Kcal	Pro%	Kcal	Pro%	Kcal	Pro%	Kcal	Pro%	Kcal	Pro%	Kcal	Pro%
Fat%	Carbs%	Fat%	Carbs%	Fat%	Carbs%	Fat%	Carbs%	Fat%	Carbs%	Fat%	Carbs%
Vit C (mg)	Carbs (gm)	Vit C (mg)	Carbs (gm)	Vit C (mg)	Carbs (gm)	Vit C (mg)	Carbs (gm)	Vit C (mg)	Carbs (gm)	Vit C (mg)	Carbs (gm)
Vit B12 (mg)	Na (mg)	Vit B12 (mg)	Na (mg)	Vit B12 (mg)	Na (mg)	Vit B12 (mg)	Na (mg)	Vit B12 (mg)	Na (mg)	Vit B12 (mg)	Na (mg)
Vit B6 (mg)	Vit A (µg)	Vit B6 (mg)	Vit A (µg)	Vit B6 (mg)	Vit A (µg)	Vit B6 (mg)	Vit A (µg)	Vit B6 (mg)	Vit A (µg)	Vit B6 (mg)	Vit A (µg)
Fiber (gm)	Ca (mg)	Fiber (gm)	Ca (mg)	Fiber (gm)	Ca (mg)	Fiber (gm)	Ca (mg)	Fiber (gm)	Ca (mg)	Fiber (gm)	Ca (mg)
	K (mg)		K (mg)		K (mg)		K (mg)		K (mg)		K (mg)

Prepared by: _____

Effective date: _____ to _____

I certify that these menus meet the nutrition requirements as specified in the SCDOA Meal Specifications for compliance with the *DGA-1/3 DRIs*.

Registered Dietitian Nutritionist

RDN License Number

**ATTACHMENT H:
SOUTH CAROLINA MENU CHECKLIST**
Computer Analysis



SCDOA Nutrient Requirements and Values for Analysis

For menus that are documented as meeting the nutrient requirements through nutrient analysis software, this form must be completed and signed by the Registered Dietitian.

Menu Cycle Name/Months/Year:

NUTRIENT	Daily Target Values (Represent 1/3 of daily DRI)	Compliance Values Averaged over 1 week	Weekly Average Criteria Met <input checked="" type="checkbox"/>			
			Week 1	Week 2	Week 3	Week 4
Calories (Kcal)	>/= 600 calories	625-850	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protein (% of meal calories)	>/= 15% of total calories	> 15% of total calories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fat (% of meal calories)	Less than (<) 35% of total calories	20-35% of total calories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbs (% of meal calories)	45-65% of total calories	45-65% of total calories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fiber (gm)	>/= 9 gm*	9 gm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin A (µg)	300 micrograms* or 1000 I.U.	300 micrograms or 1000 I.U.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin C (mg)	30 milligrams*	30 milligrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin B6 (mg)	0.57 milligrams*	0.57 milligrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin B12 (µg)	0.79 micrograms*	0.79 micrograms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calcium (mg)	400 milligrams*	400 milligrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sodium (mg)	</= 1100 milligrams*	1100 milligrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potassium (mg)	1133 milligrams*	1133 milligrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*When adhering to DRI requirements, some target values may vary from the daily target value listed as long as the weekly Compliance Value Average is met. The Compliance Value Average is to allow for menu flexibility and client satisfaction. Please note that some nutrients such as calories and protein should meet Target Values daily. No individual meal should be less than 600 calories.

To increase menu variety, slight increases in the one-third (1/3) DRI minimums for fat and sodium may occur twice per menu cycle: sodium must not exceed 1400 milligrams and fat shall not exceed 40%.

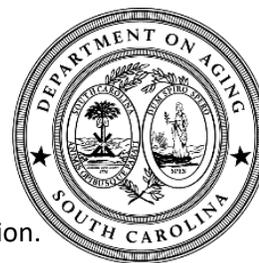
Prepared by: _____

I certify that these menus meet the nutrition requirements as specified in the Meal Specifications and that the corresponding computer nutrient analysis indicates compliance with the *DGA-DRIs*.

Registered Dietitian Nutritionist

RDN License Number

ATTACHMENT I: SOUTH CAROLINA MENU CHECKLIST Meal Pattern



If nutrient software is not used, each meal will follow the meal pattern described in this section.

Instructions: A food item in one or more food group can only be classified once as meeting the requirement for a meal. For example: cottage cheese can be counted as a Milk/Milk alternative *or* a Lean Protein source, not both.

Nutrient-rich desserts that include fruit, whole grains, and low-fat milk can count toward meeting the appropriate food group required servings.

FOOD GROUP OR SUBGROUP	Meal Pattern		Criteria Met			
	Amount when 1 Older Adult Nutrition Program Meal is served per day	☒				
		Week 1	Week 2	Week 3	Week 4	
Vegetables	2 servings per meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dark-Green Vegetable	1 serving/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Red & Orange Vegetable	1 serving/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Beans, Peas, Lentils	1 serving/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Starchy Vegetable	1 serving/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Vegetables	1 serving/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fruits	1 serving per meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grains	1-2 servings per meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Whole Grains	2 servings/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dairy and Alternates	1 serving/meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protein Foods	2-3 oz (equiv.) per meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Processed meat	Max. 1 serving/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vitamin A- good sources ♦	3 servings/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vitamin C- good sources ♦	3 servings/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*Fresh Fruits/Vegetables	3 servings/week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dessert	Optional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Beverage	Optional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Criteria not applicable to complete frozen meal systems

Prepared by: _____

I certify that these menus meet the nutrition requirements as specified in the SCDOA Meal Specifications for compliance with the DGA-1/3 DRIs.

Registered Dietitian Nutritionist

RDN License Number

ATTACHMENT J - Dietary Guidelines for Americans 2020-2025

The Dietary Guidelines translates the nutrient quantitative requirements or limits – known as Dietary Reference Intakes (DRI) – into food and beverage recommendations. The information within this section provides the framework for healthy menu planning practices for the older adult nutrition program. Using nutrient analysis method for menu compliance supersedes the meal pattern method.

https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf

USDA FoodData Central: <https://fdc.nal.usda.gov/>

Meal Pattern		
FOOD GROUP OR SUBGROUP	Amount when 1 Older Adult Nutrition Program Meal is served per day	Recommendations and Notes
Vegetables	2 servings per meal	A fruit serving may be substituted for a vegetable serving.
Dark-Green Vegetable	1 serving/week	A serving from each vegetable subgroup must be served at least once per week .
Red & Orange Vegetable	1 serving/week	
Beans, Peas, Lentils	1 serving/week	
Starchy Vegetable	1 serving/week	
Other Vegetables	1 serving/week	
Fruits	1 serving per meal	Serve fresh, canned, and dried more often than juice to increase fiber
Grains	1-2 servings per meal	Whole grains should be served at least twice per week .
Whole Grains	2 servings/week	
Dairy and Alternates	1 serving/meal	Products selected should be mostly fat-free and low-fat options.
Protein Foods	2-3 oz (equiv.) per meal	Lean protein sources should be emphasized. Beans and peas may be used as a protein source, but may not count as both a protein and a vegetable in the same meal. Processed meats (higher in fat and sodium) should be served a maximum of 1 time per week.
Processed meat	Max. 1 serving/week	
Vitamin A- good sources ♦	3 servings/week	Refer to Vegetable and Fruit categories on next pages for good sources of Vitamin A and C. A single fruit or vegetable may count as both a source of vitamin A and C for the week.
Vitamin C- good sources ♦	3 servings/week	
Fresh Fruits/Vegetables	3 servings/week	Fresh fruits/vegetables shall be served at least three times a week. Fresh means not frozen or canned.
Dessert	Optional	Should come from existing food groups such as fruit, grain, and milk groups
Beverage	Optional	Water, Tea, Coffee in addition to those listed in other food groups

Vegetables

Vegetables may be raw or cooked; fresh, frozen, canned, or dried/dehydrated; and may be whole, cut-up, or mashed. Canned vegetables are usually high in sodium; low sodium varieties are available and are encouraged. *Fresh* vegetables (not canned or frozen) provide additional fiber.

Nutrients provided include potassium, dietary fiber, and vitamin A ◆ & C ◆, potassium, calcium, and B vitamins amongst others.

Vegetable Serving Sizes:

- ½ cup cooked, drained fresh, frozen, canned or raw
- 1 cup leafy raw vegetable (lettuce, spinach, etc.)
- ½ cup (4 oz) 100% tomato or vegetable juice (low sodium preferred)

Vegetables are organized into 5 subgroups based on their nutrient content: Dark-Green, Red & Orange, Beans, Peas and Lentils, Starchy, and Other.

Vegetable Subgroups	
Dark-Green <i>Forms: Fresh - Frozen – Canned</i>	Red & Orange <i>Forms: Fresh - Frozen - Canned</i>
Bok Choy (cooked ◆) Broccoli ◆ (cooked ◆) Chard ◆ Collard greens ◆ (cooked ◆) Escarole ◆ (cooked ◆) Kale ◆ (cooked ◆)	Mesclun Mustard greens ◆ (cooked ◆) Romaine lettuce ◆ ◆ Spinach ◆ (cooked ◆) Turnip greens ◆ (cooked ◆) Watercress ◆
Acorn squash ◆ ◆ Butternut squash ◆ ◆ Carrots (raw or cooked ◆) Carrots and Peas ◆ Pumpkin ◆ (cooked ◆) Red ◆ or Orange Bell Pepper Sweet potatoes ◆ ◆ Tomatoes ◆ ◆ 100% Tomato Juice ◆ ◆	*Beans, Peas, Lentils <i>Forms: Cooked from dry – Canned</i>
Black beans Black-eyed peas Edamame Garbanzo beans (Chickpeas) Kidney beans Lentils Lima beans (mature)	Baked Beans Navy beans Pigeon Peas Pinto beans Soy beans Split peas Tofu (bean curd made from soybeans) *subgroup does not include green beans or green peas
Starchy Vegetables <i>Forms: Fresh - Frozen - Canned</i>	
Corn Green peas ◆ Lima beans (green ◆) Potatoes ◆ Rutabagas ◆ Yams	
◆ Vitamin A sources, ◆ Vitamin C sources	
Vegetable Subgroups	

Other <i>Forms: Fresh - Frozen – Canned</i>	
Artichokes Asparagus ♦ Avocado Beets Brussels sprouts ♦ Cabbage (green ♦, red ♦, napa, savoy) Cauliflower ♦ Celery Cucumbers Eggplant Green beans ♦ Green peppers ♦	Iceberg (head) lettuce Mushrooms Okra ♦ Onions (raw ♦) Parsnips Radicchio Snow Peas ♦ Summer Squash ♦ Turnip ♦ Wax beans Zucchini
♦ Vitamin A sources, ♦ Vitamin C sources	

Fruits

Meals should include a variety of fruits—whether fresh, frozen, canned, pureed or dried—rather than fruit juice for most of the fruit choices. When canned fruit is served, it must be in water or 100% juice—not light or heavy syrup. *Fresh* fruits (not canned or frozen) provide additional fiber.

Nutrients provided include potassium, dietary fiber, and vitamin A ♦ & C ♦

Fruit Serving Sizes:

½ cup of cooked, frozen or canned, drained fruit

1/2 cup (4 oz) of 100% fruit juice

¼ cup dried fruit

15 grapes

Medium piece of fresh fruit (banana, pear, orange, apple, etc.)

Fruits <i>Forms: Fresh – Frozen – Canned – Dried</i>			
Apple (raw ♦) Apricot ♦ Asian pear Banana ♦ Blackberries (raw ♦) Blueberries (raw ♦) Cantaloupe ♦ Cherries ♦ Citrus Juice ♦ Dates	Figs Fruit Juices (100%) Guava (raw ♦) Grapes Grapefruit ♦ Honeydew melon ♦ ♦ Kiwifruit ♦ Mandarin Oranges ♦ ♦ Mango ♦ ♦	Nectarine ♦ ♦ Orange ♦ Papaya ♦ ♦ Passion Fruit Peach (frozen & raw ♦) Pear ♦ Pineapple (fresh or canned ♦) Plantain Plum ♦ ♦	Prunes ♦ Raisins Raspberries ♦ Rhubarb Star fruit Strawberries ♦ Tangerine ♦ Watermelon ♦ ♦

♦ Vitamin A sources, ♦ Vitamin C sources

Grains

Grains are divided into two subgroups, whole grain and refined grains.

- **Whole grains** contain the entire grain kernel – the bran, germ and endosperm.
 - Provide a higher fiber and potassium content
- **Refined grains** have been milled, a process that removes the bran and germ.
 - **Enriched grains**- B vitamins (thiamin, riboflavin, niacin, folic acid) and iron are added back in after processing. Fiber is not added back in.

Grain serving sizes:

1 slice (1 oz) of bread	3/4 cup (1 oz) of ready-to-eat-cereal
½ cup cooked rice	½ cup cooked cereal (grits, oatmeal)
1 biscuit (2 inch diameter)	½ cooked pasta (noodles, macaroni, spaghetti)
1 small muffin (2 oz)	½ bagel/English Muffin (1 oz)
Cornbread (2" cube)	1 tortilla, 6" diameter
½ large hotdog/hamburger bun (1 oz)	½ cup bread dressing/stuffing
4-6 Crackers (1 oz)– saltine type	2 pancakes, 4" diameter
	1 waffle, 7" diameter

NOTE: Limit use of breads that are relatively high in fat such as biscuits, muffins, cornbread, & dressings.

Grain Subgroups	
Whole Grains	Refined Grains
All whole-grain products and whole grains used as ingredients: amaranth, barley (not pearled), brown rice, buckwheat, bulgur, millet, oats, popcorn, quinoa, dark rye, triticale, whole-grain cornmeal, whole-wheat bread, whole grain multi-grain bread, whole-wheat chapati, whole-grain cereals and crackers, and wild rice.	All refined-grain products and refined grains used as ingredients: white breads, refined-grain cereals and crackers, corn grits, cream of rice, cream of wheat, barley (pearled), masa, pasta, and white rice. Refined-grain choices should be enriched .

Dairy or Alternates

What foods are included:

All fluid, dry, or evaporated milk, including lactose-free and lactose-reduced products and fortified soy beverages (soy milk), buttermilk, yogurt, kefir, frozen yogurt, dairy desserts, and cheeses. Most choices should be fat-free or low-fat. Cream, sour cream, and cream cheese are not included due to their low calcium content.

Nutrients provided include, calcium, vitamin A, vitamin D, and potassium amongst others.

Dairy/Alt. serving sizes:

1 cup (8 oz) milk

- skim, 1%, low-fat chocolate or buttermilk (higher in sodium), lactose-reduced, lactose-free, calcium fortified soy/rice/almond milk (fat free or 1%/flavored)

½ cup (4 oz) evaporated milk

1 cup (8 oz) yogurt- fruited or non (a 4-6 oz container represents as ½ - ¾ of a serving)

1/3 cup non-fat dry milk powder

½ cup calcium processed tofu

1 ½ ounces hard cheese (cheddar, mozzarella, Swiss, parmesan)

1/3 cup cheddar cheese

2 ounces processed cheese (American)- higher in sodium

½ cup ricotta cheese- higher in sodium

1 cup pudding made with milk- higher in sugar

Note: Most dairy choices should be fat-free or low-fat (use skim or 1% milk).

Protein

All foods made from meat, poultry, fish, dry beans and peas, eggs, processed soy products, nuts, and seeds are considered part of this group. Dry beans and peas are also part of the vegetable group. If being used in the protein category of the meal pattern, it may not count as a vegetable in the same meal.

Ounce equivalents:

1 ounce of meat, poultry or fish (excluding breading, bones)

1 egg

½ ounce of nuts or seeds

¼ cup of tofu

2 Tbsp hummus

¼ cup cooked dry beans or peas

2 Tbsp peanut butter

¼ cup tuna

¼ cup roasted soybeans

Note: Breading does not count towards meeting the serving requirement (nor the grain).

Protein Subgroups		
Meat, Poultry, Eggs	Seafood	Nuts, Seeds, Soy Products
<p>Common meat selections include beef, liver and pork. Poultry includes chicken and turkey. Eggs include chicken eggs and other birds' eggs. Meats and poultry should be lean or low-fat.</p> <hr/> <p>Processed meats (high in sodium and saturated fat) may be served a maximum of 1 x's weekly:</p> <ul style="list-style-type: none"> Bologna Canned, pressed luncheon meat Corndogs Hot dogs Pepperoni Polish Sausage 	<p>Common seafood include sea bass, catfish, cod, flounder, haddock, hake, pollock, salmon, sardine, sole, tilapia, light tuna, and whiting.</p>	<p>Nuts and seeds include all nuts (tree nuts and peanuts), nut butters, seeds (e.g., chia, flax, pumpkin, sesame, and sunflower), and seed butters (e.g., sesame or tahini and sunflower). Soy includes tofu, tempeh, and products made from soy flour, soy protein isolate, and soy concentrate. Nuts should be unsalted.</p>

Sodium

